

FINANCIAL SERVICES MANAGER

DEFINITION

Under general direction, assists in planning, directing, organizing and coordinating Finance Department services, operations, activities and functions; manages assigned departmental operations including accounting operations; performs other related work as required.

DISTINGUISHING FEATURES

Work in this class is characterized by management of financial services and functions, and by the wide scope of operational responsibilities. It is distinguished from that of lower classes by the extent of supervisory and managerial responsibilities.

EXAMPLES OF DUTIES

1. Develops and implements comprehensive financial services, programs, projects and functions.
2. Plans, organizes, coordinates and manages financial and accounting services, activities, and reporting, including accounting, accounts payable, payroll, purchasing, budget, revenue, accounts receivable, and treasury, ensuring proper controls and compliance with legislative, regulatory and judicial mandates, regulations and professional standards.
3. Manages internal and external audits and coordinates cross-department preparation of schedules, information and access to records; coordinates activities of external audit staff; participates in review of audit findings, systems and controls.
4. Assists in the preparation of the City budget as assigned, including review of departmental budget requests; coordinates preparation of the Finance Department budget.
5. Assists in administering City investments and in managing the City's debt portfolio.
6. Prepares, reviews and may present various financial reports and analyses including preparation of the City's comprehensive annual financial report and review of financial impact of Council agenda items.
7. Researches, facilitates, and coordinates development and implementation of improved financial management systems and procedures, including automated financial information systems.
8. Assists in the development and implementation of Finance Department goals, policies, and priorities.
9. Administers and performs general and specialized finance activities as assigned.
10. Coordinates activities with other departments and agencies; provides information and assistance regarding finance matters, policies, and procedures.
11. Serves as liaison to various agencies and community or professional groups.
12. Prepares, reviews and may present financial reports and other materials to the City Council and other organizations or groups.
13. Conducts a variety of special studies, and prepares and may present various analyses, statistical compilations, and reports.
14. Functions as Acting Department Head as required.
15. Supervises, trains and evaluates assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited college or university with major course work in accounting, financial management, economics, business administration or related field; a Certified Public Accountant license (CPA) is desired.

Experience: Four years of progressively responsible professional financial management experience with substantial supervisory experience; experience with municipal government financial operations and services is desirable.

Knowledge

Knowledge of principles and practices of budgeting, Generally Accepted Accounting Principles (GAAP), governmental accounting and financial management, including Generally Accepted Auditing Standards, (GAAS); statistical analyses; computer based financial and accounting systems, and spreadsheet and presentation software; technical report preparation and presentation resources and tools; applicable federal, state and local laws and regulations; computerized financial systems.

Ability

Ability to effectively manage comprehensive financial services, operations, activities and functions; plan, organize, coordinate and direct assigned staff, activities, projects and programs; develop financial plans and fiscal forecasts; facilitate development and implementation of improved financial management systems and procedures; administer and perform assigned specialized finance activities; demonstrate effective leadership; develop and implement goals, objectives, policies, procedures, work standards and internal controls; interpret and apply state, federal and local laws and regulations related to governmental accounting and financial management; interpret, analyze and explain complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; prepare and present complex, technical and/or statistical reports; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with officials, employees, service providers, and the general public; and supervise, train and evaluate assigned staff.

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.